



Santos Manuel Student Union

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

Student Assistant Job Description

Job Title: Administrative Office Budget Student Assistant

Department: SMSU Administration

Hours: Up to 20 hours per week, Monday – Friday, between the hours of 8 a.m. – 5 p.m.

Beginning Salary: \$17.00/hour

Administrative Office

The Administrative Office Budget Student Assistant provides support in the areas of budget, contracts, cash handling, customer service and vendor payments for the Santos Manuel Student Union. The office houses the Executive Director, Executive Assistant to the Executive Director, Research, Training and Assessment Specialist, Human Resource and Risk Manager, Marketing Manager, Board of Directors Office, and the Budget Analyst. The Administrative office performs a wide variety of office duties including but not limited to processing new hire paperwork, processing invoices, distributing staff and student payroll, creating contracts, Board of Directors Administration, and support to the SMSU administration including Affinity Centers and student development.

Job Duties

The Administrative Office Budget Student Assistant will be responsible for maintaining an efficient working environment, assisting in specific assignments, and maintaining organization in the office. The student assistant will have the following on-going duties and skills:

- Assist with the day to day operations of the Budget Analyst
- Staff the front office area, by greeting those that enter the office, and providing a positive and professional atmosphere.
- Manage the front office area by answering phones, taking messages, filing, photocopying, scanning, sorting incoming mail and organizing the office
- Provide superior customer service
- Data entries for general payment to vendors
- Data entries for revenue and reimbursement accounts
- Properly receipt and record incoming revenue to the office (i.e., invoice payments, vendor day payments, main desk receipts, etc.) utilizing proper cash handling procedures
- Creating, contacting, sending and maintaining contracts for performers. Providing contract numbers, maintaining contract logs, and verifying checks are being issued
- Process invoices for payment
- Enter Staff and Student payroll in Budget Sheets
- Verification of deposit monies received from customers
- Maintain a clean and efficient workspace



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- Mandatory reporting to supervisor regarding safety concerns, abuse, or any suspicious activity
- Other administrative duties as assigned

Qualifications

- Currently enrolled (at least half time) CSUSB student
- 2.0 or above GPA (semester and cumulative)
- General Office/Clerical experience, Microsoft Office Suite knowledge of Excel is required
- Accounting, Finance, or Business majors preferred
- Enthusiasm for working with a culturally diverse student population, staff, and guests
- Strong verbal and written communication skills required, including ability to share relevant information, ask questions, listen well, and respond appropriately
- Detail-oriented, well organized, and able to remain focused in an environment with constant interruptions
- Ability to work under time restraints, meet deadlines, and manage a multitude of tasks simultaneously, sometimes under pressure, and with accuracy
- Ability to work in both a team setting and on an individual basis with little to no supervision
- Ability to adhere to work rules, follow directions, use time effectively, and work productively
- Ability to work scheduled hours